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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 2 May 1963

FROM : Chief, Printing Services Division,  
Office of Logistics

SUBJECT: Activity Report for April 1963

1. GENERALa. Plant Operations - (continued item)

The incoming workload continued to increase during the month of April. Overtime was again resorted to in Plant No. 2 to reduce the NIS backlog. Overtime was also used in the other Division plants to reduce backlogs, process rush jobs, and to distribute the material printed. An increase in the required copies of [REDACTED] reports processed in Plant No. 3 will result in printing approximately 40 additional copies of the reports each day. These reports range from one page to 150 pages per report.

25X1A

2. OTHER ITEMS OF INTERESTa. Conversion of [REDACTED] Publications to Offset Printing - (continued item)

Production of a prototype for preparation of offset masters directly from the original five-channel input tape is proceeding on schedule. An inspection of the device on 26 April 1963 by Printing Services Division and Automatic Data Processing Staff representatives indicated that the design concept is practical and good progress is being made. Funds for the prototype have been made available by ADPS.

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As a result of the pilot program at [REDACTED] the multilith 1275W machine has been selected as the most suitable press for the project and the rental contract has been extended. A Normanco collator has been rented for testing on the project and is expected to arrive this month.

The testing program at [REDACTED] is continuing and additional typists are being trained in the use of the Flexowriter.

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b. Preparation of NIS Manuscript by the Use of Paper Tape - (continued item)

Funds from [REDACTED] have been approved for the purchase of two "Customer Tape" Flexowriter machines for use by NIS contributors.

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PSD representatives have completed specifications for a device which will (a) generate paper tape for operation of either Linotype or [REDACTED] (b) will be operable from "Customer Tape" or manual keyboarding, and (c) will contain unique features for semi-automated horizontal and vertical justification. [REDACTED] has indicated that they can construct such a device and the specifications have been forwarded to them. A proposal is expected by 6 May 1963.

c. Study of Procedures in Preparing and Printing National Intelligence Surveys - (continued item)

The study made by PSD to determine if any time can be saved in the preparation and printing of National Intelligence Surveys has been completed. Numerous improvements in procedures, techniques and format are to be recommended to the Office of Basic Intelligence. Some substantial savings in time can be realized if OBI agrees to the recommendations.

d. Meeting of the GPO-Departmental Electronic Printing Committee - (continued item)

The Division Chief attended two meetings of the GPO-Departmental Electronic Printing Committee during the month. This committee is studying the entire 'electronics' printing field and making recommendations to the Public Printer on projects in which the GPO should engage in research and developmental work.

The committee consists of representatives from Army, Navy, Air Force, Commerce, Health, Education & Welfare, Bureau of the Budget, and CIA.

e. Training - (continued item)

(1) The Division participated in the Logistics Support Course on 20 April 1963. A talk on Division capabilities was given by the Deputy Chief and the movie "Printing for Intelligence" was shown. The afternoon was spent on a conducted tour of the [REDACTED] printing plant. One Division employee attended the course.

(3) Two of the Division planners who process requisitions to the Government Printing Office attended the GPO Editorial Planning for Printing Production course which was held part-time from 1 through 25 April 1963. The course was beneficial as a refresher and pointed out new policies and procedures relating to preparing material for printing at GPO.

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(4) The Chief, Administrative Staff, PSD, conducted training seminars for all Division supervisors on preparation of the Fitness Report. The seminars were held to insure standard interpretation of the current Fitness Report form and to stress certain Agency and Division administrative procedures to be followed.

f. Office of Scientific Intelligence Printing Requirements -  
(new and completed item)

The Chief and Deputy Chief, PSD, met with representatives of OSI on 12 April 1963 to discuss OSI's overall printing requirements. A centralized OSI composing unit was recommended and purchase of two Justewriter machines were suggested. PSD technicians will cooperate with OSI in developing new formats and every effort will be made to render adequate printing support.

g. Travel - (continued item)

On 22 April the Division Chief accompanied other Agency personnel on a visit to the [REDACTED] for a briefing on R & D projects of interest to the Agency.

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h. Overtime - (continued item)

The Division worked a total of 2,112 hours of overtime during April compared to 1,620 hours worked in March. Four hundred and twenty hours

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[REDACTED]

Division has worked 10,017 hours of overtime in FY 1963 compared to 7,052 hours worked for the same period in FY 1962.

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OL/PSD: [REDACTED] (2 May 63)

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